



PENTICTON PICKLEBALL CLUB (PPC)

CHECKLIST FOR CAPTAINS

When you arrive at the court:

- Check the courts for safety concerns. If there is a situation that could be unsafe phone a member of the Executive (phone numbers are in the back of the Captain's binder).
- Open the cabinet. The Court Host Coordinator will provide the combination. If the courts need maintenance, ask arriving members to assist before playing.
- Scheduled programs (other than Drop-In) are open only to members unless there is room for a non-member/guest to be included, provided they are at an appropriate skill level as the other players in the group.
- If there are non-members/guests playing in the group:
 - Collect the \$10.00 fee from them and have them sign the waiver (both sides) if one is not already on file.
 - File the completed waiver in the 'Waivers' binder and put the money in the cash box.
 - **NEW:** Complete guest details on the 'Guest Control Form' filed at the front of the Waiver binder.
- Decide on a format for the session. Options may include:
 - Round Robin (there are Round Robin sheets in the Round Robin binder in the cabinet)
 - Paddle Racks (Gold and Silver racks are available in the cabinet)
 - King's Court
- Be informative about Club procedures when asked. Welcome new members and help them learn about our Club.
- If a court is not being used, the court is available for the public or other members wishing to play on their own.
- If someone gets hurt on the courts (a head injury or requiring medical attention), complete an Incident Report, file it in the Incident Report binder and notify the Secretary of the incident. Email: secretary@pentictonpickleball.ca

When your session is over:

- Connect with the incoming Program Captain(s) to hand over court responsibility. As a courtesy, let them know you have left the washroom open and are leaving the balls out for their use. If there is no session immediately following yours, or the incoming Captain has not yet arrived, return all items to the cabinet and lock it. Also ensure the washroom is locked.